

Residential Plan Review Submittal Requirements

Complete set of plans: Plans must provide specific detail on what is being built. Building plans shall be on standard 24"x36" paper drawing at a 1/4" =1'-0" scale. Plans must be original drawings with no changes or markings or small sheet attachments or changes. Plans must be clean and not previously used. Please see the "Residential Application Checklist" for additional building and site plan requirements.

A complete set of plans consists of the following:

- **Foundation plan** shall show code prescriptive lateral requirements or engineering design. The plan shall also show dimensions, anchor bolts, bearing pads, and vents. If using a wood floor, show joists, girders, posts, and specify all required connectors and hangers. Indicate interior bearing points and walls. Details shall be provided to adequately show construction per code or engineering.
- **Basement and retaining wall** detail shall note and show code requirements. Engineer's calculations shall be provided for retaining walls.
- **Floor plan** label use of each room; show dimensions, window sizes, smoke detectors, appliance locations, ventilation fans, plumbing fixtures, decks, balconies and code prescriptive lateral brace panels or engineered design.
- **Wall Bracing** for code prescriptive lateral or engineered design shall be provided on plans indication details and locations, load path connections. Engineered design shall also provide calculations and specifications.
- **Floor framing plan** shall be included on plans and identify framing components used including joist grade, size, spacing and connectors. Show all headers and beams. If using manufactured floor system, provide manufacturer's layout and specifications.
- **Roof framing plan** shall be included on plans and identify framing components used. Show all beams and headers required. Include interior bearing points or walls. If using engineered trusses show trusses on roof framing plan and provide manufacturer's layout and engineering.
- **Cross-Section and details** provide at least two full cross sections (in different directs) through entire building showing framing members, sizes, spacing, headers, joists, sub-flooring, wall construction components and

roof components. Details of walls, floors, roofs, stairs, fireplaces, and foundations shall be on plans.

- **Elevations** provide all exterior elevations. Elevations shall show actual finish grade (if greater than 2 foot grade change). Show steps in foundation walls and retaining walls.
- **Energy Code** requirements shall be shown on plans. If using a spray-on foam insulation system for floor, walls, and roof, provide a Sunday Report for review during plan review.